



January 1, 2017

Dear Potential Food Vendor,

This year's Plainfield Fest will be held **July 14-16, 2017** and we would like to invite you to participate in this great event. This is Plainfield's premiere summer event and we are projected to draw record crowds again this year! Within this three-day event, patrons enjoy in fun filled carnival rides/games, great entertainment, a large spacious beer tent, fabulous food, multiple children's activities, and one of the area's largest local bags tournament and so much more.

2017 Food Vendor Fee - \$600.00
(Electric \$50.00 additional)

Attached you will find our detailed guidelines regarding event participation. Your completed application must be returned to the Plainfield Riverfront Foundation by **May 1, 2017**. We will accept applications via email, or mail (see address below). Be sure to complete the entire application and requirements page thoroughly to help us with our vendor selection. Selected vendors will be notified by e-mail or phone by **May 15, 2017**. Vendors will be selected based on the following criteria:

- Quality of food provided to our patrons
- The cost per food item
- Originality of menu and presentation
- Appearance
- Prior experience

For more detailed information, please visit us at plainfieldfest.org and plainfieldriverfront.org.

PLEASE ALSO LIKE US ON [FACEBOOK](#).

Tasha Kitson
Director
Plainfield Riverfront Foundation
P.O. Box 358, Plainfield, IL 60544
Office (815) 436-4431
tkitson@plainfieldchamber.com



Plainfield Fest 2017-Food Vendor Guidelines

Food Vendor Fee \$600.00

Electric Fee \$50.00

Hours of Operation

- Friday, July 14, 2017 4:00 pm-12:00 am
- Saturday, July 15, 2017 11:00 am-12:00 am
- Sunday, July 16, 2017 11:00 am-6:00 pm

Food booths will need to set up on **Thursday, July 13th starting at 6:00 pm ONLY**. Electricity (IF REQUESTED) will be available on Friday. Late arrivals may have to forfeit their space. All fees must be paid in full **PRIOR** to set-up.

Food vendors must be open during festival hours of operation. Plainfield Riverfront Foundation will notify you with your booth assignment a week prior to the fest.

Will County Health Department

You must apply for a temporary food permit through the Will County Health Department and obtain the required licenses before being allowed to sell your items. For more information regarding requirements, please contact the Will County Health Department directly.

Insurance

Participation in our fest requires each vendor to carry proof of comprehensive public liability coverage. With minimum requirements of \$1,000,000 for bodily injury, death and products liability to one or more persons in any one accident or event. \$50,000 for any property damage resulting from any one accident or event.

Insurance policy must also state that it cannot be altered, canceled or subject to reduction in coverage prior to 30 days after written notice of above has been provided to the Plainfield Riverfront Foundation.

Once selected to participate in our event, you must name the Plainfield Riverfront Foundation, Village of Plainfield and the Plainfield Park District as additional insured and provide proof of such coverage.

Electrical Service

Electrical service will be provided by the Village of Plainfield for a \$50.00 flat fee. No large coils of extension cords are allowed and cords must be approved by the Fest Electrician prior to use. This is a requirement by our village and is a responsibility of the food vendor, **we will provide only the amount of power requested**. All vendors need to have 12/3 with ground UL approved commercial grade cords. No more than 15 amps per cord. All cords must be covered with mats and you should bring at least 150 feet of cord. No outside generators will be allowed unless you are deemed an actual FOOD TRUCK. The village will provide extra generators on an as needed basis. Vendors are responsible for own equipment necessary to hook up to distribution box.

Water and Ice

The Village of Plainfield department of Public Works will be providing a shared water service for use. Vendors must provide their own 100 foot food grade Health Department approved hoses and containers. Vendors are responsible to bring their own ice, please plan accordingly especially during above normal temperatures. The Plainfield Riverfront Foundation will have **limited** bags available for purchase (\$5.00 a bag) if needed. The Plainfield Riverfront Foundation will not be responsible if vendors run out of ice.

Waste Removal/Disposal

The Village of Plainfield will provide adequate cans/dumpsters for bulk trash disposal. Vendors will be responsible for proper disposal of grease and gray water. Vendors who are found disposing inappropriately on the grounds or unapproved containers will be fined by the Village of Plainfield. Vendors will be responsible for all clean-up of waste at the conclusion of the event. The Plainfield Riverfront Foundation has the right to revoke future participation if your designated area is left in an unacceptable manner.



www.plainfieldfest.org

Other Food Vendor Responsibilities

Food vendors are limited to selling their stated menu within their designated truck/booth area only. Please also take into economic consideration for the consumer when pricing your menu items. You will not be allowed to charge any other fee that's not stated clearly on your menu listing.

Menu selection by the Committee will occur prior to approval. Food items NOT allowed: Cotton Candy, Popcorn, Caramel Corn, and Elephant Ears.

Solicitation is prohibited.

Food vendors are responsible for all their own set-up and maintenance. Truck/Booth space must be free of clutter and waste at all times. All tents/trailers/trucks are expected to be presentable, clean and identifiable. Provocative images or language will be prohibited on any signage and/or presentation. All signs must be legible and prices clearly stated. Use of cardboard or duct tape is an example of an unacceptable presentation. The vendor will be responsible for any cost associated with any damage to village property. Entrance into food court, might be tight, so please plan accordingly ahead of time. Food Trucks will be unable to leave property and return during fest.

The Plainfield Police Department provides the fest with overnight patrol of all fest grounds including the food court. Please make sure all your items are secure when closing up for the night. The Plainfield Riverfront Foundation is not responsible for damage or theft to vendor property.

The Plainfield Riverfront Foundation is the sole provider of any and all alcoholic beverages. Consumption of these beverages are **prohibited** inside the vendor booth and on fest grounds outside of the designated beer tent area. Violators will be prosecuted.

The Plainfield Riverfront Foundation and The Village of Plainfield have the right to revoke any vendor from participation in the fest and any subsequent fest if these set guidelines are not adhered to, with forfeit of fee. If you have any questions or concerns regarding these guidelines, please contact Tasha Kitson, Plainfield Riverfront Foundation at 815-436-4431 or tkitson@plainfieldchamber.com.

We look forward to a successful Plainfield Fest and we hope you will join us in making that possible.



2017 Plainfield Fest Food Vendor Application

Completing and submitting this application does not give you permission to operate at Plainfield Fest. Only selected food vendors will be allowed to participate. Please email completed application* by **May 1, 2017** to tkitson@plainfieldchamber.com. or mail to Plainfield Riverfront Foundation, Attn: Tasha Kitson, P.O. Box 358, Plainfield, IL 60544. Selected vendors will be notified by email or phone on **May 15, 2017** with complete details and instructions. Any questions should be directed to tkitson@plainfieldchamber.com.

Application Information

Contact Person _____ Birthdate _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

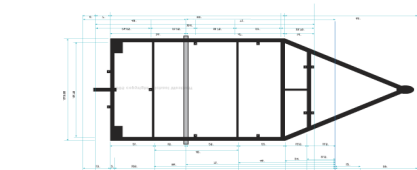
Cell Phone _____ Email _____

Driver's License Number _____ Expiration Date _____

Website _____

**IF YOU ARE NEW TO THE FEST. Please provide photos of your truck/trailer with your application.*

Indicate the Total number of linear feet needed: _____ Truck or Trailer (circle one)



Where is your serving window located? (Please circle one)

Side of Truck/Trailer

Front of Truck/Trailer

Both Side and Front of Truck/Trailer



www.plainfieldfest.org

Upon selection please provide the Plainfield Riverfront Foundation with payment for the full amount of the vendor fee \$600.00. Please add \$50.00 if Electrical Service requested. Payment will be due by May 30, 2017, make check's payable to Plainfield Riverfront Foundation. * A \$30 fee will be imposed for any NSF check.

A certificate of insurance and will county Food Booth permit will also be required prior to the start of the event. Please see the provided vendor guidelines regarding this procedure.

Summary of Festival Experience

Please list prior fest experience within the last five years.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Have you ever been revoked/discharged from a prior fest?

No Yes, please explain below which fest and reason for dismissal.

Proposed Menu

List menu items that you would like to sell. Please be very specific. All items must be listed. If you are chosen, you will be given a list of items you may sell from your menu. If you do not follow this list, you will be asked to close for the remainder of Plainfield Fest 2017 and will forfeit your fee. We will let you know in your return confirmation what has been approved by the fest committee.

Water Hook-Up

Will you need water hook-up? Yes or No

*Vendors must bring their own food grade hose to hook-up to water source. Please see guidelines page.

Electrical Requirements

The Village of Plainfield provides 15 amp service, all cords must be suitable. A \$50.00 fee will apply. We will provide one or two of either 110V or 220V outlets, please indicate below. We must have the below information to plan our electrical output accordingly and to make sure all our vendors have adequate power coverage. Generators are not allowed in the food court area unless you are a designated FOOD TRUCK. The Village will provide generators on an as needed basis. Please refer to the provided vendor guidelines regarding electrical service.

<u>Equipment Description</u>	<u>110V or 220V-One or Two</u>	<u>Amp</u>	<u># of Cords</u>

I understand that the Plainfield Riverfront Foundation, which is a non-profit organization, is released from any and all liability (including lawsuits) in the event of accidents, fire, damage, inclement weather, theft, or for any other reason. Failure to comply with the rules and reasonable requests of the Plainfield Riverfront Foundation will empower the Plainfield Riverfront Foundation to immediately dismiss me from the Fest and forfeit the entrance fee. I also attest that I have read and understand the Food Vendor Guidelines that were provided to me.

CHECK # _____ FEE: \$600.00 (Electric +\$50.00) Total = _____

Credit Card # _____ Expiration: _____ CCV# (3 Digits back of card) _____

Signature: _____ Date: _____

